

Headquarters U. S. Air Force

Integrity - Service - Excellence



Test Process Oversight Committee (TPOC) Meeting Nov 13-14 2002



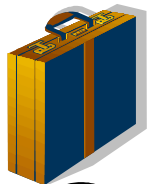
U.S. AIR FORCE

**Captain Diane Martin
Air Force C2 & ISR Center**



U.S. AIR FORCE

MITRE Facility



- All packages, bags, and briefcases brought in or out of the MITRE Facility are subject to search.
- MITRE is a smoke free environment
- Restrooms are located in the front lobby near the elevators
- Calls
 - Outbound
 - DSN 9- 555 – 94 – XXX – XXXX
 - 9 – XXX – XXXX
 - Inbound
 - DSN 574-2525
 - 757 – 825 - 9230
- Please turn your cell phones off or in silent mode.





U.S. AIR FORCE

Eating Arrangements

- **A light breakfast will be provided each morning here at the MITRE Facility**
- **Coffee and water will be provided throughout the 2 days. Sodas can be purchased.**
- **Lunch is on your own. You should have a list of directions to eateries in your folders. Lunch is scheduled to be 1.5 hours.**
- **We have a reception/mixer scheduled this evening at the Langley Officer's Club from 1700-2100.**



U.S. AIR FORCE

Action Items

- **Each participant should have an Action Item (AI) form in their folder. If you have a question or discussion item, please write it down on the form and we will collect them to discuss during the action item review.**
- **Additional AI forms are located in the back.**



U.S. AIR FORCE

Rules of Engagement

- **Start on time**
- **We are here to help each other**
- **Hold questions to the end of each presentation**
- **Everyone has an equal voice**
- **Strive for consensus**
- **Listen constructively – keep an open mind**
- **We can disagree, but extend professional courtesy to all participants and presenters**
- **If your question is not answered when raised, fill out an AI form and turn it in.**



U.S. AIR FORCE

Summary / Conclusion

We hope to have a constructive meeting. We appreciate you attending and hope to assist you in your testing needs.

